

**Veterans Services Foundation
Board of Trustees
Meeting Minutes
May 6, 2009**

DRAFT

A meeting of the Veterans Services Foundation (VSF) Board of Trustees was held on Wednesday, May 6, 2009 at the Sitter & Barfoot Veterans Care Center, 1601 Broad Rock Boulevard, Richmond.

Members Present

- Robert Archer
- James Boyd
- Daniel Boyer
- Vincent Burgess
- Supriya Christopher
- Paul Galanti
- Donald Hall
- Adam Harrell
- Jack Hilgers (Ex-officio/Nonvoting)
- William Lechler
- Meade Spotts
- Frank Wickersham (Chair)
- Kathleen Wilder

Members Absent

- Juanita Farrow
- Leroy Gross
- Frederic Leigh
- David Orso
- David Richardson
- Leo Wardrup
- Randall West

Commonwealth of Virginia Officials Present

- Anne Atkins, Department of Veterans Services (DVS)
- Donald Ferguson, Office of the Attorney General
- Stephen Parker, Office of the Secretary of Public Safety
- Judy Reid, DVS
- Mike Rogers, DVS
- Danielle Weaver, DVS
- Cathy Wilson, Virginia Wounded Warrior Program (VWWP), DVS

Development Committee Advisors Present

- Lew Deal
- David Holt

Materials Distributed

- Meeting Agenda (*Attachment 2*)
- New Roster of Trustees, Advisors, and Staff (*Attachment 1*)
- Board of Veterans Services Chair Report (*Attachment 3*)
- Joint Leadership Council of Veterans Service Organizations Chair Report (*Attachment 4*)
- Commissioner's Report (*Attachment 5*)
- Fundraising Results (*Attachment 6*)
- Veterans Services Fund Quarterly Report, for quarter ending 3/31/09 (*Attachment 7*)
- VSF – Policy #1 (Procedures for Policy Development and Approval) (*Attachment 8*)
- VSF-DVS Joint Policy #1 (Coordination between VSF and DVS with BVS and JLC) (*Attachment 9*)
- VSF-DVS Joint Policy #2 (Foundation Operations) (*Attachment 10*)
- VSF-DVS Joint Policy #3 (Fundraising Policy and Procedures) (*Attachment 11*)
- VSF-DVS Joint Policy #4 (Processing Financial Donations) (*Attachment 12*)
- VSF-DVS Joint Policy #6 (VWWP Support Fund Policy and Procedures) (*Attachment 13*)
- DVS Programs' Budgets for FY10 (*Attachment 14*)

Opening and Pledge of Allegiance

VSF Chair Frank Wickersham welcomed everyone and called the meeting of the VSF Board of Trustees to order at 11:16 a.m. The members recited the pledge of allegiance to the American Flag.

Roll Call of Members and Quorum Determination

The roll was called with twelve of the nineteen voting members recorded as present. A quorum was determined. Chair Wickersham welcomed everyone in attendance. He introduced new member, Jim Boyd, and asked him to provide a brief background sketch of himself, which Mr. Boyd did. Foundation Executive Director pointed out that a new roster of Board members, staff, and advisors was included in the information provided. A copy is at *Attachment 1* of these minutes.

Approval of Agenda

Chair Wickersham reviewed the agenda see *Attachment 2*. The Chair called for a motion to approve the agenda.

Mr. Don Hall made a **motion** to approve the agenda, which was **seconded** by Mr. Meade Spotts. The motion passed unanimously.

Review and Approval of March 4, 2009 Meeting Minutes

The minutes of the March 4, 2009 meeting were previously provided to Board members and the members were asked if there were any amendments. Hearing none, Chair Wickersham asked if there was a motion to approve the minute, as written. Mr. Spotts made a **motion** to approve the minutes as written, which was **seconded** by Mr. Dan Boyer. The motion passed unanimously.

REPORTS

Board of Veterans Services Report

BVS Chairman, Mr. Paul Galanti, thanked VWWP Executive Director, Cathy Wilson, for all of her help with the Program. She is doing a tremendous job. The automated benefits program, we all know as "TurboVet," is up and running with the help of Tim Bass. He has been hired to help with the process. The legislative session went extremely well. Out of six issues that we had with JLC we were able to push forward with four of them. Thanks to Commissioner Burgess and Mr. Boyer for all of they help as well. The BVS is very happy with the way things are going with the staff downtown in Commissioner Burgess's office. The report is included as Attachment 3 to these minutes.

Joint Leadership Council of Veterans Service Organizations Report

Report delivered by JLC Chairman Mr. Boyer, is included as Attachment 4 to these minutes. Mr. Boyer reviewed the JLC fundraising support for the VWWP, which has donated over \$30,000 in their support. Mr. Boyer also discussed the two failed legislative objectives Burial Vaults and Military Family Relief Fund briefly.

Department of Veterans Services Report

The report delivered by Commissioner Burgess is included as Attachment 5 to these minutes.

Commissioner Burgess briefly reviewed the budget reduction. The department took a 14% reduction, which came out of general funds. The budget is set at \$41 million and \$8 million for general funds. Mr. Steve Combs is currently monitoring the Stimulus Package for any funds that may become available that DVS can go after. Ms. Wilson is a Principal Investigator on one of the grants that we are seeking.

The Southwaest cemetery is on track and the actual ground breaking is being scheduled for September. The cemetery should be ready by September 30, 2010.

At 2:00 pm today the Portrait Unveiling will be held in the lobby. Everyone is invited for the ceremony.

Auditor of Public Accounts audit was conducted earlier this year. Last year we had 22 management points of concern. This year they are down to three. The reconciliation of these management points will be completed by the end of this summer. Credit goes to former CFO Armistead Ransome and current CFO Mike Rogers.

Mr. Hall inquired about the Sitter and Barfoot Veterans Care Center (BVCC) lacking money. Commissioner Burgess explained that a lot of lessons were learned with establishing SBVCC.

Primarily, DVS found that it would need a much larger infusion of money at the beginning for operating a care center. DVS has had to borrow money to operate SBVCC. Mr. Rogers is working on the problem. DVS has a 2.2 million loan requiring three payments. One is due at the end of this calendar year. A reserve has to be built to pay the loan off. Mr. Hall wanted to know if the Foundation can play a role in helping in any way. Commissioner Burgess agreed that there may be a role VSF can play but DVS needs to see how this will play out.

Foundation Executive Director Report

The Foundation Fundraising report delivered by VSF Executive Director, Mr. Jack Hilgers, is at Attachment 6 to these minutes. Mr. Hilgers reported that as of between May 1st and today's meeting another \$3,200 has been collected. Mr. Hilgers noted that the Foundation Quarterly Report of funds is as of March 31 and, therefore, shows smaller figures than the Foundation Report. Mr. Rogers is reporting as what is required by the code for quarterly reports.

Mr. Hilgers reported that a Letter of Agreement had been signed with a contributing corporation and that other were under consideration. To support Foundation fundraising activities, particularly the establishment of a Foundation website, the Foundation needs operating funds. The Finance Committee will so propose and Mr. Hilgers requested that it receive favorable consideration along with a request for a VWWP expense budget for the remainder of FY09..

Mr. Hilgers also stated that much time has been spent on revision of DVS policies relating to the Foundation. The team of Mr. Roger, Mr. Combs, and Mr. Hilgers has worked on three policy revisions and three new policies to bring VSF and DVS functioning in line with the DVS-VSF Memorandum of Understanding (MOU). Mr. Hilgers then briefly covered the content and rationale for the six policies and urged the Board to approve them. He further said that there are at least three more policies needing revision and they will be presented to the Board at its next meeting.

Executive Committee Report

The report was delivered by Committee Chair Wickersham. The Executive Committee had asked for a review of DVS policies that relate to VSF as a result of the DVS-VSF MOU. Mr. Rogers and Mr. Combs, along with VSF Executive Director, have been the principals in this effort. The policies and procedures have been distributed for your review. The policies will serve to consolidate the MOU provisions for VSF and DVS. Chair Wickersham recommended that the Board to approve the proposed policies. The Committee also referred the request for a VWWP FY09 budget from the Commissioner and referred it to the Finance Committee for a recommendation.

Development Committee Report

The report was delivered by Committee Chair, Ms. Supriya Christopher. Ms. Christopher covered the VWWP slide presentation which is in the works to be finalized. The presentation will be a usable tool to assist fundraising efforts. Martin Steiner has done some extensive work, in conjunction with Ms. Atkins, toward putting together a VSF website. The Committee recommends to move forward with the policy and procedures, FY10 budget, and establishing the website. The Committee also supports the FY09 budget for the VWWP. Ms. Christopher extended a special thanks to all of the DVS staff for being very supportive.

Finance Committee Report

The report was delivered by Committee Chair, Mr. Adam Harrell. Mr. Harrell reviewed the meeting they had on April 29 at ODU. The Committee was joined by Mr. Leroy Gross, who participated in the meeting. The minutes of that meeting have been distributed. The short meeting today was to approve a request for VWWP budget. The Committee recommends that the Board approve the quarterly report. Mr. Rogers will discuss as the next agenda item. The Committee reviewed all proposed policies and recommend that they be adopted. The FY10 budget for care centers and cemeteries was also reviewed and the Committee recommends the approval of the budget. The committee also recommends the use of paper for meetings be reduced whenever possible.

Veterans Services Fund Quarterly Report

Report delivered by Mr. Rogers, DVS Director of Finance and Administration is included as Attachment 7 to these minutes.

Mr. Rogers stated that the state code requires a quarterly report financial from the Foundation. He reviewed the balance sheet, allocations, and the different activities that are in the budget for each DVS program. Don Hall asked about the portraits project costs. Mr. Rogers explained that this project was paid and that unused monies will revert back to the Foundation after consultation with the SBVCC.

OLD BUSINESS

Nominations for Board Chair, 1ST and 2nd Vice Chairs

Chair Wickersham discussed the need for nominations and that he has not received any to date. Therefore, he will appoint a nominating committee to get nominations. The committee will consist of Mr. Lechler, who will be chair, with Ms. Christopher and Mr. Hall as members. Chair Wickersham thanked them for volunteering for this committee. Chair Wickersham will forward direction to the committee after this meeting concludes.

Other Old Business. There was no other old business.

NEW BUSINESS

Approval of the VSF Fund Quarterly Report

The Chair asked for a motion to approve the VSF Fund Quarterly Report for forwarding to the Commissioner.

Mr. Lechler made a **motion** to approve the report. Mr. Hall **seconded** the motion. The motion passed unanimously.

Approval of FY09 Budget Adjustment for VWWP and FY01 Budgets for DVS Programs

The Chair asked for a motion to that effect.

Mr. Harrell made a **motion** to approve the FY09 budget for VWWP and the FY10 Budget for the other DVS programs. Mr. Boyer **seconded** the motion. The motion passed unanimously.

Approval of VSF Policy and VSF-DVS Joint Policies

The Chair asked if there is a motion to approve the one VSF policy and the five VSF-DVS joint policies. See the following:

- VSF – Policy #1 (Procedures for Policy Development and Approval) (*Attachment 8*)
- VSF-DVS Joint Policy #1 (Coordination between VSF and DVS with BVS and JLC) (*Attachment 9*)
- VSF-DVS Joint Policy #2 (Foundation Operations) (*Attachment 10*)
- VSF-DVS Joint Policy #3 (Fundraising Policy and Procedures) (*Attachment 11*)
- VSF-DVS Joint Policy #4 (Processing Financial Donations) (*Attachment 12*)
- VSF-DVS Joint Policy #6 (VWWP Support Fund Policy and Procedures) (*Attachment 13*)

Mr. Meade made a **motion** to approve the policies. Commissioner Burgess **seconded** the motion. The motion passed unanimously.

Preparation for Board Election

Chair Wickersham said that we have moved forward with the preparation for Board elections by establishing a nominating committee.

Other New Business

Chair Wickersham called for other new business. Hearing none, the Chair called for Public Comment.

Public Comment Period

There was no public comment

Adjourn

The meeting adjourned at 1:00 p.m. Mr. Hall **moved** and Mr. Spotts **seconded**.

The next meeting of the Veterans Services Foundation Board of Trustees will be held on Wednesday, August 5, 2009 at 10 a.m. at the Sitter & Barfoot Veterans Care Center, Richmond.

ATTACHMENT 1

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ATTACHMENT 2

**Veterans Services Foundation Board of Trustees
Sitter & Barfoot Veterans Care Center
1601 Broad Rock Blvd, Richmond**

May 6 2009

11:00a.m. – 1:30 p.m.

Development Committee Meeting

10:00 a.m. – 11:00 a.m.

- I. Opening and Pledge of Allegiance, Roll Call of Trustees, Quorum Determination, Introduction of Members, Staff, and Visitors, Welcome New Member and Volunteers, Approval of Agenda – *Board Chair* (15 minutes)
- II. Review and Approval of March 4, 2009 Meeting Minutes – *Board Chair* (5 minutes)
- III. Reports:
 - a. Board of Veterans Services – *Paul Galanti* (5 minutes)
 - b. JLC - *Dan Boyer* (5 minutes)
 - c. Department of Veterans Services – *Vince Burgess* (15 minutes)
 - d. Foundation Executive Director Report – *Jack Hilgers* (5 minutes)
 - e. Executive Committee – *Frank Wickersham* (5 minutes)
Report on Actions Taken/Required
 - f. Development Committee – *Supriya Christopher* (10 minutes)
Report of Development Committee Activities
 - g. Finance Committee – *Adam Harrell* (10 minutes)
Report of Finance Committee Activities
 - h. Veterans Service Fund Quarterly Report – *Mike Rogers* (5 minutes)
- VII. Working Lunch
- IV. Old Business:
 - a. Nominations for Board Chair, 1st and 2nd Vice Chairs – *Board Chair* (5 minutes)
 - b. Other Old Business – *Board Chair* (5 minutes)
- V. New Business:
 - a. Approval of VSF Fund Quarterly Report – *Board Chair* (5 minutes)
 - b. Approval of FY09 and FY10 Budget Adjustments and Budgets for DVS Programs – *Board Chair* (10 minutes)
 - c. Approval of VSF Policy and VSF-DVS Joint Policies – *Board Chair* (5 minutes)
 - d. Prepare for Board Elections – *Board Chair* (5 minutes)
 - c. Other New Business – *Board Chair* (5 minutes)
- VI. Public Comment Period. (10 minutes)
- VII. Adjournment (Next Board Meeting: August 5, 2009, Sitter & Barfoot VCC)

Portrait dedication ceremony for Colonel Carl Sitter (USMC) and Colonel Van Barfoot (USA) is scheduled to commence at 2:00 p.m. at the Veterans Care Center, with Trustees participation.

ATTACHMENT 3

BOARD OF VETERANS SERVICES REPORT TO VETERANS SERVICES FOUNDATION May 6, 2009

The Board of Veterans Services met on April 22, 2009. At the meeting, the BVS:

- Received reports from the Joint Leadership Council of Veterans Service Organizations and the Veterans Services Foundation
- Received the report of the Department of Veterans Services
- Received reports from the standing committees of the BVS
- Received legislative updates from Delegates Cole, Cox, and Watts

The July 15 BVS meeting will be held at the American Legion Building in Richmond.

Respectfully submitted,

Paul E. Galanti
Chairman

ATTACHMENT 4

JOINT LEADERSHIP COUNCIL OF VETERANS SERVICE ORGANIZATIONS REPORT TO VETERANS SERVICES FOUNDATION MAY 6, 2009

The Joint Leadership Council of Veterans Service Organizations (the JLC) met on March 25, 2009. The JLC:

- Received reports from the Board of Veterans Services, Veterans Services Foundation, the Department of Veterans Services, the JLC representative to the Virginia Citizen-Soldier Support Council, and the Virginia War Memorial
- Discussed JLC and DVS support for the Missing in America Project
- Discussed the formation of “Veterans Courts” in the Commonwealth. Veterans Courts provide alternative sentencing and treatment options for veterans. This issue may be a JLC Legislative Objective for 2010
- Received a report on JLC fundraising support for the Virginia Wounded Warrior Program (VWWP). The creation of the VWWP was a JLC initiative, and JLC member-VSO support of VWWP fundraising efforts is critical. As of 5/1/09, the VSOs represented on the JLC had donated over \$30,000 in support of the VWWP
- Conducted a “hot wash” of the JLC 2009 Legislative Objectives (see attached summary)
- Appointed a committee to review JLC Powers, Duties, and Structure
- Appointed a nominating committee to recommend officers for 2009-2010
- Held a preliminary discussion of potential legislative objectives for 2010. A more detailed discussion will be held at the next meeting

The next JLC meeting will be held on Wednesday, May 20, 2009 at the American Legion Building in Richmond.

Respectfully submitted,

Daniel D. Boyer
Chairman

ATTACHMENT 5

DEPARTMENT OF VETERANS SERVICES REPORT TO VETERANS SERVICES FOUNDATION May 6, 2009

State Budget Reductions – Governor’s Introduced Budget (December 17, 2008)

- All state agencies were required to submit 5, 10, and 15 percent reduction plans
- DVS goal was to minimize cuts in direct services to veterans
- The DVS General Fund budget was reduced by \$586,689 in FY09 and \$596,380 in FY10 (7% of DVS General Fund Budget)
- Some of the impact to DVS services include:
 - Reduce support services for contracts, procurement, and capital projects
 - Eliminate 1 administrative position
 - Eliminate 2 wage positions (1 community outreach, 1 workforce development)
 - Funding for Automated Claims System reduced by \$50,000
 - Reduce Virginia Wounded Warrior Program community grants by \$27,922
 - Leave 4 vacant benefit services positions unfilled
- These cuts are on top of reductions of \$288,236 in FY08 and \$38,642 in FY09

State Budget Reductions – Chapter 780 (April 8, 2009)

- Automated Claims System
 - \$50,000 restored to FY09 budget
 - Additional \$100,000 appropriated for FY10 to continue development
- No further cuts to DVS budget

DVS/VSF Legislation – 2009 General Assembly

Bill Number	Sponsor	Summary
HB2199	Watts	Provides that a member of the Board of Trustees of the Veterans Services Foundation may be removed by the appointing authority for that member. Currently any member may be removed by the Governor regardless of the appointing authority
HB2279	Bowling	Requires the Commissioner of the Department of Veterans Services to ensure that benefit claims assistance is provided on a regular basis at locations other than established service offices. Current law specifies that the Commissioner shall ensure that the personnel assigned to process benefit claims shall provide these services at locations other than the service office at least one day per week
HB2639	Jones	Exempts from the mandatory disclosure provisions of the Freedom of Information Act (i) personal information contained in the Veterans Care Center Resident Trust Funds concerning residents or patients of the Department of Veterans Services care centers and (ii) certain records maintained in connection with fundraising activities by the Veterans Services Foundation

Virginia Wounded Warrior Program (VWWP)

- \$1.7M has been awarded through the VWWP competitive grants (see attached Press Release)
 - Services to be provided by the VWWP grant recipients range from increased outpatient counseling and crisis intervention for veterans, their spouses and children, to day programs and other support for veterans with traumatic brain injuries.
 - The initial period of the grant funding is through June 2010
- The VWWP is going after additional grant opportunities. Letters of Support or direct participation include grants with:
 - The Virginia Commonwealth University (VCU) Partnership for People with Disabilities
 - US Department of Health and Human Services' Substance Abuse and Mental Health Services Administration (SAMHSA) Jail Diversion and Trauma Recovery Program- Priority to Veterans
 - VCU Center for Rehabilitation Science and Engineering (CERSE) proposal focused on veterans with spinal cord injuries
- DVS VWWP hosted an executive level meeting with DRS, DMHMRSAS, the Brain Injury Association of Virginia, and USDVA representatives. This group will be formalized in the near future to help coordination of state efforts in the area of Post Traumatic Stress and Traumatic Brain Injury
- The VWWP Advisory Council is being formed and should be in place by the next BVS meeting

Sitter & Barfoot Veterans Care Center (SBVCC): Working Capital Update

- SBVCC is now near full occupancy
- However, SBVCC still lacks sufficient working capital
 - This is because the Care Centers operate on a reimbursement basis – Medicare, Medicaid, USDVA Per Diem, and Insurance payments are all received after services are provided
 - SBVCC cannot apply for reimbursement for services delivered until the end of the month, with reimbursement payments received 30 – 45 days later
 - For example, SBVCC must wait until the end of April to submit reimbursement for services delivered in April. Payment will not be received until early or mid-June
- The result is that SBVCC is still not meeting prompt payment timelines established by the Department of Accounts (DOA), because SBVCC does not yet have sufficient working capital to pay bills timely
- SBVCC will not accumulate sufficient working capital until the end of 2009

How did we get to this point?

Action/Milestone	Planned	Actual	Explanation
Accept First Residents	October 2007	January 2008	Delays in getting occupancy permit and fire marshal certification

Reach Full Occupancy	April 2008 (6 months after opening)	April 2009 (15 months after opening)	Initial demand lower than expected; More time required to raise public awareness than anticipated; It took longer to establish relationships with discharge planners at area hospitals than expected
Supplemental Funding needed to reach break-even level	\$787,100 treasury loan	\$2.2 million treasury loan; \$3 million transferred from VVCC cash reserves; \$1.1 million from construction project	Delays in opening and reaching full occupancy meant that SBVCC did not generate sufficient funds to meet operating expenses according to the anticipated timeline
Treasury loan repayment	To be repaid by December 2008, using only SBVCC funds	Repay treasury loan by June 30, 2010, using both SBVCC and VVCC funds	The larger treasury loan and delays in opening and reaching full occupancy mean that it will take longer than planned to repay the treasury loan

Lessons learned for opening future care centers:

- Involve local government representatives in facility design and construction to avoid delays in issuing occupancy permit and fire marshal permits
- Develop realistic startup timeline: it will take 12 – 18 months to reach full occupancy
- Better coordinate hiring of staff with admission of residents – this will prevent having excess staff on board when there are few residents in the facility
- Begin marketing and outreach efforts even earlier
- ***Request General Fund support instead of a Treasury Loan to meet start-up costs***

American Recovery and Reinvestment Act (ARRA)

- Includes additional \$150 million for USDVA State Home Grants Program
 - VVCC Renovations will be funded (#54 on USDVA Priority List)
 - If other states turn down federal fund, two Virginia projects could be funded:
 - SBVCC Expansion (#71)
 - Hampton Roads Veterans Care Center construction (#72)
 - Virginia has committed state funds (35% of project costs) for Richmond and Hampton. Roanoke project will be funded internally
 - Start-up funding for Hampton will present serious challenges (see below)

- DVS will apply for Byrne Memorial Justice Assistance Grant Funds for a pilot Veterans Court of Veterans Docket
 - The Joint Leadership Council discussed Veterans Courts at their last meeting, and this issue may be a JLC Legislative Objective for 2010
 - Veterans Courts provide an alternative sentencing option for veterans, especially in cases where the crime is somehow related to a veteran's military service
 - There is an increasing awareness in the legal system that veterans, especially those who have served multiple combat tours, faced a vastly increased likelihood of PTSD, TBI, or other readjustment issues
 - These in turn can lead to alcohol or drug abuse, domestic violence, sexual assault, or more serious crimes that bring veterans in contact with the criminal justice system
 - The USDVA offers a number of programs designed to help veterans, but it sometimes takes a life-changing event – such as an arrest – before a veteran will seek or accept help. Veterans Courts can provide a vital bridge to effective treatment and recovery

Hampton Roads Veterans Care Center – Operational Funding

- Because ARRA includes additional funding for the USDVA State Home Grants Program, it is possible that this project could be funded in FY10 or FY11
- DVS will soon begin preparing pre-opening and operating budgets for the HRVCC
- DVS will requests operating funds for the FY11 – FY12 biennium
- *The budget request will incorporate the lessons learned from opening SBVCC, including the need for General Fund support*

Southwest Virginia Veterans Cemetery – Construction Funding

- The 2008 General Assembly authorized a \$1 million loan, to be paid by the USDVA Construction Grant, for design work on the SWVVC
- The \$1 million design loan is now in place and design work is proceeding
- *USDVA has set a goal of opening the cemetery on or before September 30, 2010. DVS is working hard to meet this goal*

Southwest Virginia Veterans Cemetery – Operational Funding

- In order to meet the USDVA goal of opening the cemetery by September 30, 2010, funding will be needed beginning in March or April, 2010 in order to hire and train staff, purchase necessary equipment and supplies, etc.
- DVS will request FY10 funding in the “caboose bill” as well as full operational funding in the FY11 – FY12 budget
 - *DVS estimates that approximately \$45,000 - \$50,000 will be needed in FY10*
 - *FY11 – FY12 funding requirements will be approximately \$300,000 per year*
 - *In addition, one-time funding will be required in FY11 to install highway signs*

- DVS expects the SWVVC to perform approximately 50 – 75 burials the first full year of operation, growing by approximately 25 burials per year until a level of 200 burials per year is reached
 - This will make the Dublin Cemetery similar in scope to the Amelia Cemetery
- The cemeteries operate on a mix of General Fund and Non-General Fund monies – the split is approximately 70% General Fund and 30% Non-General Fund
- *Because the Dublin Cemetery will perform fewer burials the first few years, it will initially need a greater percentage of General Fund support*

Sitter & Barfoot Portrait Ceremony

- DVS will hold a ceremony today at 2 p.m. at the SBVCC to unveil the portraits of Colonels Barfoot and Sitter
- We hope you will stay for the ceremony

APA Audit of Department of Veterans Services

- DVS recently received the Auditor of Public Accounts (APA) audit report for the fiscal year ending June 30, 2008
- 22 audit points were received in FY07
- In FY08, there were only 3 audit points
 - There were 2 repeat audit points:
 - Several draft policies were supposed to have been completed by June 30, 2008
 - DVS has not completed a physical inventory of fixed assets at all DVS facilities. An inventory is required every two years
 - The new comment was a recommendation for an MOU between DVS and the Virginia War Memorial Foundation Board of Trustees to better define our respective roles

Virginia War Memorial – Paul and Phyllis Galanti Education Center

- DVS been working with the Department of Planning and Budget (DPB), the Department of General Services (DGS), and the Virginia War Memorial Foundation Board to ensure that funding for this project is in place
- A construction contract is now almost ready to be awarded

ATTACHMENT 6

VSF FUNDRAISING RESULTS FOR FY09*

**Unaudited
May 1, 2009**

Income

VWWP	
Lakeview Golf Club	29,182.94
MFSC	15,271.76
VSO's	33,225.52
Board Members	2,950.00
Robinson HS DECA	1,200.00
HUM Church/Case	6,000.00
Individual Donors	<u>15,912.04</u>
VWWP Total Balance	103,742.26
Horton Cemetery	650.00
DAVA & DAV	6,405.80
Dublin Cemetery	
Carneal-Drew Fndtn	1,000.00
Amelia Cemetery	30.00
Foundation Support Fund	1,350.00
Foundation Endowment	<u>150.00</u>
Non-VWWP Total	9,585.80
Total FY09 Income to Date	113,328.06

***Does not include Care Centers or Interest**

ATTACHMENT 7

Veterans Services Foundation Balance Sheet March 31, 2009 (Unaudited)

Assets:

Cash held by State Treasurer	542,861.55
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Total Assets	\$ 542,861.55
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Fund Balances:

Restricted Fund Balances:

Restricted for VVCC Activities	152,469.99
Restricted for SBVCC Activities	9,468.36
Restricted for VWWP Support Fund	89,022.26
Restricted for Cemetery Operations	14,504.22
Restricted for Foundation Support Fund	350.00

Total Restricted Fund Balances	265,814.83
---------------------------------------	-------------------

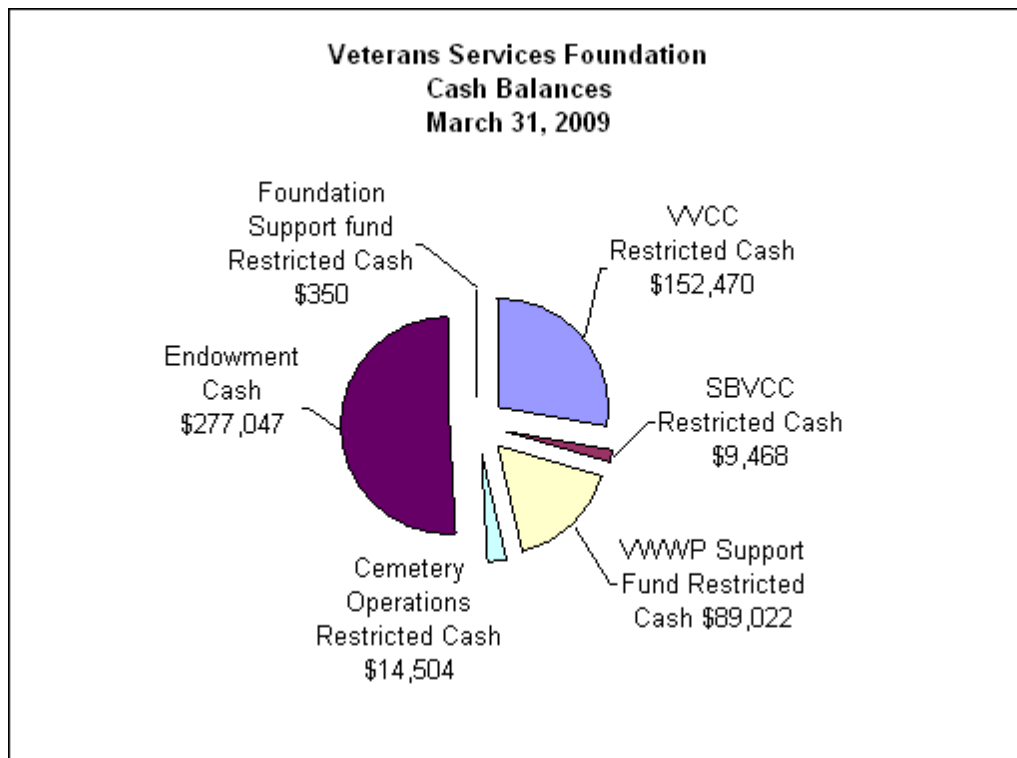
Endowment Fund Balance	277,046.72
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Total Fund Balances	\$542,861.55
----------------------------	---------------------

NOTES:

- 1 All cash is held by the State Treasurer.
- 2 Restricted fund balances are donations given for a specific purpose, or are funds authorized by the Foundation for a specific expenditure purpose.

- 3 Endowment Fund Balance represents the total of donations and interest earned, but not authorized for expenditure.



152,470.00

9,468.00

89,022.00

14,504.00

277,047.00

350.00

Veterans Services Foundation
Statement of Income, Expenditures and Changes in Fund Balances
For the Nine Months Ended March 31, 2009
(Unaudited)

INCOME:				Y-T-D Actual
Restricted gifts received for:				
Virginia Veterans Care Center				46,712.35
Sitter & Barfoot Veterans Care Center				5,499.17
Cemetery Operations Fund				7,355.80
VWWP Support Fund				89,022.26
Foundation Support Fund				350.00
Total Restricted Gift Income				148,939.58
Interest Earned				5,352.20
Donations Received				167.50
Total Increase in Endowment Fund				5,519.70
TOTAL INCOME				154,459.28
EXPENDITURES:				
VVCC Recreational Supplies				9,298.74
VVCC Miscellaneous Expenditures				153.93
SBVCC Equipment				6,968.96
SBVCC Medical & Dental Supplies				999.00
SBVCC Personal Care Supplies				180.00
SBVCC Repair & Maintenance				903.57
SBVCC Portrait				4,000.00
SBVCC Miscellaneous Expenditures				50.75
TOTAL EXPENDITURES				22,554.95
Excess of Income over Expenditures (July 1 through March 31, 2009)				131,904.33
Beginning Fund Balances				410,957.22
Ending Fund Balances				542,861.55

NOTES:

1. The purpose of restricted gifts is detailed on the Schedule of Receipts, Expenditures and Budget, by Activity.
2. Interest earned is always recorded in the Endowment Fund.

Veterans Services Foundation
Schedule of Receipts, Expenditures and Budget, by Activity
as of March 31, 2009
(Unaudited)

Activity	Beginning Balance July 1, 2008	Receipts	Expenditures	Ending Balance March 31, 2009	Budget	Donations Needed to Meet Budget
Virginia Veterans Care Center:						
Indigent Resident Needs	9,051.20	980.00		10,031.20	6,500.00	
Activities Fund	1,704.67	1,000.00	121.00	2,583.67	4,100.00	1,516.33
Operation Holiday Spirit	39,830.72	34,966.50	5,378.93	69,418.29	18,000.00	
Carnival Fund	2,698.35	900.00	1,050.00	2,548.35	5,400.00	2,851.65
Rehabilitation Equipment	3,125.78	3,897.00		7,022.78	9,500.00	2,477.22
Other Equipment	26,616.22	2,888.85	2,613.50	26,891.57	11,900.00	
East Unit	878.90	1,825.00	249.24	2,454.66		
West Unit	217.85	245.00		462.85		
DOM Resident Council Fund	830.20		40.00	790.20		
Other Donations Restricted for use at VVCC	30,256.42	10.00		30,266.42		
Total VVCC	115,210.31	46,712.35	9,452.67	152,469.99	55,400.00	6,845.20
Sitter & Barfoot Veterans Care						

Center:						
Indigent Resident Needs	319.59			319.59		
Activities Fund	204.74	250.00		454.74	4,500.00	4,045.26
Other Equipment	116.82	500.00		616.82	11,250.00	10,633.18
Portraits	9,707.07		6,000.00	3,707.07	8,400.00	4,692.93
Aquarium Project	100.89		100.89	-	4,800.00	4,800.00
Other Donations Restricted for use at SBVCC	6,622.36	4,749.17	7,001.39	4,370.14		
Total SBVCC	17,071.47	5,499.17	13,102.28	9,468.36	28,950.00	24,171.37
Cemetery Support Fund:						
Virginia Veterans Cemetery-- Amelia	4,977.81			4,977.81	530.00	
Albert G. Horton Jr. Memorial Cemetery-- Suffolk	2,170.61	6,355.80		8,526.41	6,300.00	
SW Virginia Veterans Cemetery--Dublin	-	1,000.00		1,000.00	-	
Total Cemetery Support Funds	7,148.42	7,355.80		14,504.22	6,830.00	
VWWP Support Fund	-	89,022.26	-	89,022.26	150,000.00	60,977.74

Foundation Support Fund	-	350.00		350.00		
Endowment Fund	271,527.02	5,519.70	-	277,046.72		
Grand Total All Funds	410,957.22	154,459.28	22,554.95	542,861.55	241,180.00	91,994.31

ATTACHMENT 8

VIRGINIA VETERANS SERVICES FOUNDATION

Policy Procedures

1.1 Purpose

This policy sets forth the procedures for recommending, approving and promulgating all agency policies for the Virginia Veterans Services Foundations (VSF).

1.2 Application

The VSF Executive Director is responsible for the application of this policy. The Executive Director may apply this policy in conjunction with the DVS Director of Policy and Planning for DVS recommendations.

1.3 Interpretation

The VSF Board of Trustees (the Trustees) Chair is responsible for the interpretation of this policy.

1.4 Policy Recommendations

The VSF Trustees Chair, VSF Committees, DVS Commissioner, and DVS program managers, and DVS internal committees and staff may make recommendations for VSF policies and VSF-DVS related policies.

1.5 Policy Approval

- A. The person(s) or body making the policy recommendation should consult with the manager(s) whose program area is affected by the recommendation, as necessary.
- B. Policy recommendations should be submitted to the VSF Executive Director, in writing, using the Policy Recommendation Sign-Off Sheet, Appendix A to this policy.
- C. The VSF Executive Director shall draft the policy and submit to the person(s) or body making the recommendation, attaching the Policy Recommendation and Sign-Off Sheet.
- D. The person(s) or body making the policy recommendation shall make any necessary changes to the draft policy, completing the Policy Recommendation Sign-Off sheet, and submit to the VSF Trustees Chair for consideration. The Chair may forward the draft policy to the VSF Trustees committees and DVS interested staff for consideration and approval as required. If appropriate, simultaneous distribution may be used.
- E. The Executive Director shall make any necessary changes to the draft policy, complete the Policy Recommendation Sign-Off Sheet and forward to the Trustees Chair for approval.

1.6 Application

The provisions of this policy shall apply to new policy and policy revisions. Appropriate sections of Appendix A may be completed by e-mail.

1.7 Policy Effective Date

The effective date of the policy, or policy revision, shall be the date the VSF Trustees ratify the policy.

ATTACHMENT 9

VIRGINIA VETERANS SERVICES FOUNDATION VIRGINIA DEPARTMENT OF VETERANS SERVICES

Coordination between the Veterans Services Foundation and the Department of Veterans Services involving the Board of Veterans Services and the Joint Leadership Council of Veterans Service Organizations Policy and Procedures

J1.1 Purpose

The purpose of this policy is to establish guidelines and procedures for coordination between the Virginia Veterans Services Foundation (VSF) and the Virginia Department of Veterans Services (DVS) involving Board of Veterans Services (BVS) and the Joint Leadership Council of Veterans Service Organizations (JLC).

J1.2 Application

The Chairman of the VSF Board of Trustees (the Trustees) and the Commissioner of Veterans Services or their designee(s), with advice from the Chairmen of the BVS, and JLC, shall be responsible for the application of this policy.

J1.3 Interpretation

The VSF Trustees Chairman or his/her designee, in consultation with the Commissioner of Veterans Services, shall be responsible for the interpretation of this policy.

J1.4 References

Virginia Code § 2.2-2001.A authorizes DVS to establish, operate, administer and maintain offices and programs related to services for veterans of the armed forces of the United States and their Virginia-domiciled spouses, orphans and dependents. The Commissioner of Veterans Services heads DVS and is supported by, and supports, the BVS and the JLC.

Virginia Code § 2.2-2715 provides for VSF to (i) administer the Veterans Services Fund (the Fund), (ii) provide funding for veterans services and programs through the Fund, and (iii) raise revenue from all sources to support the Fund. VSF is an independent agency under the Secretary of Public Safety and receives administrative and other services from DVS. VSF and DVS are mutually supporting agencies.

The Memorandum of Understanding between VSF and DVS sets forth the relationships between the two agencies and provides the basis for this policy.

J1.5 Overview of the BVS and JLC

The BVS is a policy board that advises the Commissioner on veterans issues, delivery of

services, plans, projects and policies and procedures. The BVS also makes recommendations to DVS and the VSF regarding gifts, grants and other resources from public and private entities in support of services to veterans.

The JLC is an advisory council that advises the Commissioner on support for veterans services and programs and addressing veterans issues (i.e., needs) not currently provided.

J1.6 Policy

It is the policy of VSF to entertain only funding requests that have been reviewed and approved by DVS. It is the policy of VSF and DVS to ensure cooperative and efficient inter-relationships between DVS and BVS and JLC.

J1.7 Procedures

In most cases, the procedure for commencing interactions between DVS, the BVS, the JLC and the VSF is for the JLC to identify an unmet need. The need then would be passed to the BVS for its insight and recommendations on best practices, management and performance requirements, non-profit operations and other considerations. The BVS then would validate the requirement and pass its recommendation to DVS for consideration. DVS may consider internal resources or external resources, including VSF resources, to address the unmet need.

When the BVS identifies a need, it would be passed to the JLC for validation. If validated, it then would be passed to DVS for consideration, in consultation with the BVS. DVS may consider internal resources or external resources, including VSF resources, to address the need.

DVS needs typically should be passed to the BVS for vetting and recommendations, and then passed to the JLC, the VSF, or other agency, as appropriate.

J1.8 Exceptions

Exceptions to this policy shall be determined by VSF in consultation with DVS. BVS, JLC and other activity(ies) involved, if any, may be consulted by DVS.

The JLC under Code of Virginia §2.2-2682.C "...may apply for funds from the VSF to enable it to better carry out its objectives. The JLC shall not impose unreasonable burdens or costs in connection with requests of agencies." Such applications shall be made through the Commissioner of Veterans Services, without the necessary involvement of BVS as the Commissioner may determine.

J1.9 Adoption and Amendment

This policy may be adopted and amended by a majority vote of the VSF Board of Trustees after consultation with the Commissioner of Veterans Services. Notice regarding such actions shall be given to the Commissioner and all Trustees at least ten (10) days prior to the vote being taken.

J1.10 Policy Effective Date

The effective date of the policy, or policy revision, shall be the date the VSF Trustees ratifies the policy and it is signed by the Trustees Chairman and the DVS Commissioner.

ATTACHMENT 10

VIRGINIA VETERANS SERVICES FOUNDATION VIRGINIA DEPARTMENT OF VETERANS SERVICES

Foundation Operations Policy and Procedures

J2.1 Purpose

This policy is established for the purpose of setting forth the operating procedures and technical requirements for the Virginia Veterans Services Foundation (VSF or the Foundation) operations in support of the Virginia Department of Veterans Services (DVS), and to ensure that the administration and operations of the Foundation reflect the Commonwealth's and the Nation's honor and support for their veterans.

J2.2 Application

The DVS Executive Director, in conjunction with the DVS Director of Policy and Planning, is responsible for the application of this policy.

J2.3 Interpretation

The VSF Board of Trustees (the Trustees) Chairman, in conjunction with the DVS Commissioner, is responsible for the interpretation of this policy.

J2.4 References

Administration of the Foundation is authorized under the Code of Virginia §§ 2.2-2715, et seqq. Operation of the Foundation is subject to applicable state and federal laws and regulations, as well as policies and procedures established by the Foundation Trustees and the joint policies and procedures of VSF and DVS including the current DVS-VSF Memorandum of Understanding (MOU).

J2.5 Overview

The Foundation is a state philanthropic activity comprised of a Board, staff, donors, volunteers, and other interested parties. It is authorized to administer the Veterans Services Fund (the Fund), provide funding for veterans services programs in the Commonwealth through the Fund, and raise revenue from all sources to support the Fund.

The Secretary of Public Safety has tasked DVS with providing administrative and other services to the Foundation. The administrative and other services provided to VSF are enumerated in the DVS-VSF MOU. VSF responsibilities to DVS also are contained in the MOU.

In accordance with the MOU, DVS provides a staff member to act as the Foundation's agent for VSF administration and to act as the liaison between DVS and the Foundation. This staff member is appointed by the VSF Trustees as the VSF Executive Director.

J2.6 Policy

It is the policy of VSF and DVS to promote mutual support of each other and their activities in order to provide additional veterans services to eligible Virginia-domiciled veterans and their families in honor of veterans' their service and sacrifice to the Commonwealth and the nation.

J2.7 Operational Responsibilities

The VSF Executive Director is responsible for ensuring the efficient and effective administration and operation of the Foundation and its Fund. In such capacity, the Executive Director acts as the VSF Board Secretary and Agent of the Foundation Trustees. The Executive Director also is responsible for supporting the Foundation's Trustees and supervising other personnel (e.g., staff, volunteers, donors, etc.) who are involved in Foundation operations.

The Executive Director works in close coordination with the DVS Director of Policy and Planning and the DVS Director of Finance and Administration, who acts as the Treasurer of the Fund.

Foundation communications are coordinated by the VSF Executive Director with the DVS Director of Communications.

The Executive Director is authorized to coordinate VSF administration and operations with DVS activities, including DVS benefits services, care centers, cemeteries, wounded warrior program, veterans' education, and other DVS veterans programs. The VSF Executive Director also is authorized to have direct liaison with the Chairmen of the Board of Veterans Services and the Joint Leadership Council of Veterans Service Organizations in consultation with the DVS Director of Policy and Planning.

J2.8 VSF Executive Director

The VSF Executive Director reports to the Trustees Chairman. The Trustees Chairman shall submit an evaluation of the Executive Director annually in June to the DVS Commissioner. The Executive Director's duties include:

- A. Support the efforts of VSF to seek, promote, and stimulate contributions to the Fund, including:
- B. Manage the Foundation's finance (e.g., accountability) initiatives in collaboration with DVS Director of Finance and Administration and DVS finance staff.
- C. Develop VSF and DVS policies and procedures related to mutual support of both agencies;
- D. Serve as VSF and DVS daily point of contact and coordination for development activities with public and private development related organizations and other interested activities.

- E. Attend VSF Trustees meetings as an ex-officio, non-voting participant and Trustees Committee meetings as a non-board advisor.
- F. Report activities to the Trustees as required, but at least at every Board meeting.
- G. Perform other coordination and duties as necessary to support the mission and authority of VSF.

J2.9 Financial Procedures

- A. Expenditures for DVS projects approved by the Trustees may be processed upon approval by the activity head of the activity that has responsibility for the project.
- B. Expenditures for non-budgeted DVS projects of \$10,000 or less shall require pre-approval of the DVS Commissioner in consultation with the Trustees Chairman or VSF Executive Director in the absence of the Chairman.
- C. All requests for reimbursement of Trustees actual expenses incurred while attending meetings of the Trustees or performing other duties shall be approved by the VSF Executive Director.
- D. Expenditures for authorized VSF operations shall require the pre-approval of the VSF Executive Director.

J2.10 Reports

The Code of Virginia requires that the Foundation shall submit a quarterly report to the DVS Commissioner on the Foundation's funding levels and services (The Funding Levels and Services Report). This report is compiled with the assistance of the DVS Director of Finance and Administration and the DVS Finance Staff.

The Funding Levels and Services Report consists of: a Balance Sheet; a Statement of Income, Expenditures, and Changes in Fund Balances; and a Schedule of Receipts, Expenditures and Budget by Activity.

Another report is compiled from information submitted by DVS programs. Reports on expenditures shall be submitted quarterly, or as requested, to the DVS Commissioner, the Trustees, or others for review. These reports shall include under funded or unfounded needs, if any.

The Foundation shall compile an annual report to the public which will provide annual financials, donors, and related information on the status of VSF. This report will be published after the end of each Commonwealth fiscal year.

These reports are available, on request, from the Foundation Executive Director.

J2.11 Adoption and Amendment

This policy may be adopted and amended by a majority vote of the VSF Board of Trustees after consultation with the Commissioner of Veterans Services. Notice

regarding such actions shall be given to the Commissioner and all Trustees at least ten (10) days prior to the vote being taken.

J2.12 Policy Effective Date

The effective date of the policy, or policy revision, shall be the date the VSF Trustees ratifies the policy and it is signed by the Trustees Chairman and the DVS Commissioner.

ATTACHMENT 11

VIRGINIA VETERANS SERVICES FOUNDATION VIRGINIA DEPARTMENT OF VETERANS SERVICES

Veterans Services Fund – Fundraising Policy and Procedures

J3.1 Purpose

Planning and coordination are essential to successful fundraising and to avoid duplication in approaching potential donors in the name of the Virginia Veterans Services Foundation (VSF) and the Virginia Department of Veterans Services (DVS). To preserve the credibility of VSF and DVS among their financial supporters and the public, as well as to optimize resources, this policy will serve to govern all private fundraising made on behalf of VSF and DVS and/or activities belonging to these two agencies and groups affiliated therewith.

J3.2 References

This policy is made in accordance with Va. Code §§ 2.2-2715 et seqq, the DVS-VSF Memorandum of Understanding, and the VSF Bylaws.

J3.3 Application

The Executive Director of the VSF and the DVS Director of Policy and Planning or their designee(s) shall be responsible for the application of this policy.

J3.4 Interpretation

The Chairman of the Board of Trustees of the VSF (the Trustees), with the assistance of the Commissioner of Veterans Services, is responsible for the interpretation of this policy.

J3.5 Policy

It is the policy of VSF, in coordination with DVS, to oversee and ensure that the establishment of fundraising priorities and oversight of private fundraising rests with the VSF Trustees. The Trustees' Development Committee, under the Trustees Bylaws, is responsible for making recommendations regarding fundraising and organizing fundraising programs. The Trustees have designated the VSF Executive Director as having oversight of private fundraising activities. The VSF Executive Director shall assist the Development Committee plan, organize, and conduct programs to obtain private gift support.

It is the policy of DVS, in coordination with VSF, to allow DVS activities (i.e., care centers, cemeteries, etc.) to accept unsolicited donations on behalf of VSF to be deposited in the Veterans Services Fund (the Fund). Any DVS fundraising activities that involve the solicitation of funds or in-kind material shall be submitted for approval and coordinated through the DVS Director of Policy and Planning to the Commissioner of

Veterans Services. The Commissioner or his/her designee shall ensure that these activities are approved by the VSF Executive Director on behalf of the VSF Trustees' Development Committee. DVS activities shall coordinate the conduct of these fundraising activities with the VSF Executive Director.

It is the policy of VSF that all other persons or groups wishing to raise private fund gifts for DVS veterans programs or services shall be required to receive prior VSF approval before engaging in planning or conducting such activities.

J3.6 Authorization to Conduct Fundraising

VSF must approve all persons or groups wishing to raise private fund gifts for veterans programs or services provided by DVS or, VSF endowment or support funds, or other authorized veterans programs or services. All of these private fundraising efforts shall work within VSF approved plans and guidelines.

No individual, group, or DVS activity shall solicit funds in the name of or on behalf of VSF or DVS unless they have organized and coordinated such activities with the VSF Executive Director on behalf of the VSF Trustees' Development Committee. Such coordination shall begin before making formal contact with a funding source or sources. This coordination shall continue until the specific fundraising event is concluded. Once an event is concluded, it shall not be used to initiate another fundraising effort without pursuing approval of all interested parties set forth in the foregoing.

J3.7 Fundraising Authorization Procedures

VSF shall coordinate all of its fundraising activities with the Commissioner of Veterans Services and/or his/her designee(s).

All DVS requests to plan and execute fundraising activities shall be presented to the Commissioner of Veterans Services through the DVS Director of Policy and Planning for DVS activities. Each request shall include sufficient detail to adequately define the scope of the initiative. Appendix A contains an outline of a typical request. For current, on-going DVS fundraising activities, latitude may be considered in applying this requirement. If the Commissioner favorably endorses the request, it shall be forwarded to the VSF Executive Director for approval on behalf of the VSF Trustees' Development Committee.

All other persons or groups wishing to raise private fund gifts for DVS veterans programs or services shall designate a sponsor who shall submit a request to plan and execute activities for VSF approval before engaging in planning or conducting such activities. The request shall contain sufficient detail to adequately define the scope of the initiative. Appendix A can be used as an outline for a typical request. Such request shall be submitted to the VSF Executive Director who shall follow the procedures contained in the preceding paragraph for approval.

Approved fundraising requests shall be expeditiously provided to the requestor. The approval, if appropriate, shall contain additional guidance for the conduct of the initiative and/or restrictions that may apply.

Donors wishing to give unsolicited gifts in support of VSF or DVS and its programs and services shall be referred to the VSF Executive Director.

J3.8 Procedures for Accepting Donations

Trustees or DVS employees accepting donations on behalf of the Fund shall follow the procedures contained in VSF-DVS Joint Policy 3 – Financial Donations, or VSF-DVS Joint Policy 4 – In-Kind Donations.

J3.9 Reporting Fundraising Results

Upon completion of the fundraising event or initiative, the sponsor shall complete and submit a report to VSF detailing the results achieved. An outline of such a report is contained at Appendix B. DVS activities shall submit the report via the DVS Director of Policy and Planning and the Commissioner.

J3.10 Adoption and Amendment

This policy may be adopted and amended by a majority vote of the VSF Board of Trustees after consultation with the Commissioner of Veterans Services. Notice regarding such actions shall be given to the Commissioner and all Trustees at least ten (10) days prior to the vote being taken.

J3.11 Policy Effective Date

The effective date of the policy, or policy revision, shall be the date the VSF Trustees ratifies the policy and it is signed by the Trustees Chairman and the DVS Commissioner.

VIRGINIA VETERANS SERVICES FOUNDATION

Veterans Services Fund – Fundraising Request

Appendix A

REQUEST TO CONDUCT FUNDRAISING ACTIVITIES

Requests to conduct fundraising activities shall contain the following elements.

1. Identity and authority (e.g., 501 (c) (3), registered in Virginia, etc.) of the fundraising organization.
2. Purpose of the fundraising to be conducted.
3. Timelines involved including the start and end dates.
4. Capabilities and limitations of the fundraising organization.
5. Number and identity of volunteers.
6. Identification of donor groups for targeting the fundraising effort.
7. List the fundraising methods to be employed.
8. Specify the public relations program associated with the fundraising effort.
9. Provide an estimate of fundraising costs detailed by function*.
10. Provide an estimate of expected revenue to include milestones to achieve objectives.
11. Specify the support required from state agencies.
12. Procedures for assuring accountability of funds collected.
13. Procedures for assuring donor satisfaction.
14. Implementation agenda.

*See Appendix B (Report of Fundraising Activities) to VSF-DVS Joint Policy Number 3 for details by function.

Veterans Services Foundation

Report of Fundraising Activities

Appendix B

FUNDRAISING ACTIVITIES

CONDUCTED BY THE MILITARY FAMILY SUPPORT CENTERS, INC.

ON BEHALF OF THE VIRGINIA VETERANS SERVICES FUND

The report of fundraising activities shall be sent to the Virginia Veterans Services Foundation, 900 E. Main St, Ground Floor, Richmond VA 23219 (Attn: Jack Hilgers) and shall include, as appropriate:

INCOME

Total Revenues Raised and Received

Total of Pledged Revenues Not Yet Received

Total Value of In-Kind Donations by Type:

Advertising (by type of media)

Beverages

Catering

Mailing

Printing

Professional Services

Rental Space

Travel & Lodging

Other (List and Itemize)

EXPENSES

Total Expenses

Expenses by Category:

Advertising (by type of media)

Beverages

Catering

Mailing

Printing

Professional Services

Rental Space

Travel & Lodging

Other (List and Itemize)

In-Kind Expenses (Should Equal In-Kind Income)

Fundraiser's Commission and its Basis

Sponsoring Organization's portion of the income and its basis

Please attach:

A list of financial donors, their contact info, amount of contribution, date received, and if receipt and thank you letter has been sent

A list of in-kind donors, their contact info, amount of contribution, date received, and if receipt and thank you letter has been sent

A list of pledged donations by donor, contact info, amount of contribution, and expected date receipt of pledged revenues

ATTACHMENT 12

VIRGINIA VETERANS SERVICES FOUNDATION VIRGINIA DEPARTMENT OF VETERANS SERVICES

Veterans Services Fund – Processing of Financial Donations Policy and Procedures

J4.1 Purpose

The Virginia Veterans Services Fund (the Fund), administered by the Virginia Veterans Services Foundation (VSF), is a special non-reverting trust fund on the books of the Commonwealth Comptroller. The Fund includes such monies as may be appropriated by the General Assembly; revenues transferred from other state programs established for the Fund's benefit; and designated gifts, contributions and bequests of money, securities or other monetary property of whatever nature.

This policy sets forth the procedures to be followed when receiving, recording, managing, and expending financial donations made to the Fund.

J4.2 References

This policy is made in accordance with Code of Virginia § 2.2-2718, the Department of Veterans Services (DVS) DVS-VSF Memorandum of Understanding, and the VSF Bylaws.

J4.3 Application

The Executive Director of the VSF and the DVS Director of Finance and Administration or their designee(s) shall be responsible for the application of this policy.

J4.4 Interpretation

The Chairman of the Board of Trustees of the VSF (the Trustees), with the assistance of the Commissioner of Veterans Services, is responsible for the interpretation of this policy.

J4.5 Policy

It is the policy of VSF and DVS, in coordination with the Trustees Finance Committee and VSF Executive Director, to oversee and ensure that monies collected are properly deposited, managed, and expended.

J4.6 Definitions

The following definitions apply to this policy and may be applicable to other VSF-DVS Joint Policies.

- A. Account:** As used by the Foundation, a financial account (i.e., a record of financial transactions showing receipts and expenditures for a given period) is maintained for each of the principal subordinate programs of DVS.
- B. Activity:** It is a function (i.e., a set of operations including special services, projects, events, etc.) that a DVS principal subordinate program performs and has a purpose recognized for authorization of use of Foundation funds.
- C. Agency:** This is the administrative unit of state government, including any department, institution, commission, board, council, authority, or other body. VSF and DVS are state agencies that report to the Secretary of Public Safety. The Board of Veterans Services and the Joint Leadership Council of Veterans Service Organizations also are state agencies, however, they report to the Commissioner of DVS.
- D. Fund:** The “Fund” is the Veterans Services Fund, which includes subsidiary funds for each of the DVS principal subordinate divisions or programs.
- E. Principal Subordinate Programs of DVS:** Include Cemetery Operations, Sitter & Barfoot Veterans Care Center, Virginia Veterans Care Center, and the Wounded Warrior Program, and others that may be affected by Foundation operations.
- F. Program:** An operational term for a principal subordinate division of DVS or other state agency programs.
- G. Report:** This is a written response to a request for information and may include financial schedules and statements or other data.
- H. Schedule:** A schedule contains financial information, usually at a more detailed level than the following definition of “statement.” An example is the Schedule of Receipts, Expenditures, and Budget that contains financial information on DVS Programs and their activities.
- I. Service:** This is an operational term for DVS principal subordinate divisions’ activities performed in support of a DVS program.
- J. Statement:** A statement refers to a financial statement. Current statements include a Balance Sheet, and a Statement of Revenues and Expenditures. Other financial statements may be defined, as the needs of the users change.
- K. Sub-fund:** This term is used to denote financial accounts that support the activities/ services of DVS programs. These also are called sub-accounts for accounting purposes.
- L. Subsidiary Funds:** These are the principle subordinate funds of the Veterans Services Fund and pertain to the funds of each of DVS principal programs.

J4.7 Authorization to Receive Financial Donations

Any Trustee may accept a financial donation, whether in the form of a cash or check, on behalf of the Fund.

Designated employees of the Virginia Department of Veterans Services (DVS) also may accept financial donations on behalf of the Fund. The Commissioner of Veterans Services and DVS program directors/administrators shall designate in writing the principal DVS employees who may accept donations on behalf of the Foundation, subject to the approval of the Foundation Chairman or the VSF Executive Director in the absence of the Chairman. As a practical matter, it is understood that any DVS employee may actually accept a donation, but they shall be instructed to immediately give the donation to the designated principal DVS employee in their program.

Each DVS program receiving contributions shall establish a policy for acceptance of financial donations similar to the one contained in Appendix A for the Office of the Commissioner. A copy of program policy shall be filed with the DVS Director of Administration and Finance.

J4.8 Procedures for Accepting Financial Donations

Trustees or DVS employees accepting a financial donation on behalf of the Fund shall take the following steps:

- A. Ensure the check is made out to the Virginia Veterans Services Foundation with a notation in the “For” section of the check regarding the purpose of the contribution.
- B. For cash contributions, ensure that the source and purpose of the donation is recorded.
- C. Should the purpose of the donation appear to unforeseen consequences, such as requiring ongoing expenditures, the recipient shall contact either the DVS Director of Finance and Administration or the VSF Executive Director. See section J4.9.B of this policy.
- D. Thank the donor for his/her generous gift and give the donor their personal business card.
- E. Complete VSF-DVS Form A (see Appendix B) Financial Donation Receipt acknowledging receipt of the donation. Forward one copy of the receipt to the Commissioner’s Office for VSF/DVS records, retain one for local records, and provide one to the donor.
- F. On the same day received, forward the check, along with the donor’s name, address, and instructions, to:

1. For the Foundation Endowment, Support Fund and Virginia Wounded Warrior Program:
Virginia Veterans Services Foundation
Executive Director
900 East Main Street, Ground Floor, Richmond, Virginia 23219
 2. For the Virginia Veterans Cemeteries and Sitter & Barfoot Veterans Care Center:
Virginia Department of Veterans Services

Sitter & Barfoot Veterans Care Center

Financial Manager

1601 Broad Rock Blvd, Richmond, VA 23224
 3. For the Virginia Veterans Care Center:
Virginia Department of Veterans Services

Virginia Veterans Care Center

Financial Manager

4550 Shenandoah Ave NW, Roanoke, VA 24017
- H. If contributions cannot be forwarded on the same day received, they shall be retained in a locked container until they can be forwarded. This is particularly true of cash.
- I. Large amounts of cash should be converted to a cashier's check, if they cannot be deposited the same day received.

J4.9 Recording Financial Donations

Upon receipt of a financial donation, the DVS Director of Finance and Administration or his/her designee shall.

- A. Record the donation on the Fund spreadsheet in the appropriate account.
- B. Determine if ongoing expenditures will be required to maintain the object that results from the purpose of the donation and if the maintenance cost is

sustainable. For example, an aquarium and its contents have a fixed procurement price, but the annual maintenance may exceed the cost of honoring the intent of the donation. In such cases, an assessment must be made, in conjunction with the donor, regarding disposition of the donation.

- C. Forward the check to the finance staff person responsible for deposits in the Fund.
- D. E-mail the donor's name, organization, and address, the amount of the donation and the intended purpose of the donation to the VSF Executive Director so that a thank-you letter may be prepared. Should DVS activities (i.e., care centers and cemeteries) prepare thank-you letters, a copy will be forwarded to the VSF Executive Director, 900 E. Main Street, Ground Floor, Richmond, VA 23219.
- E. The VSF Executive Director and DVS activity responsible staff preparing thank-you letters shall ensure that a thank-you letter is sent to the donor within 10 working days of the donation.

J4.10 Managing Financial Donations

Financial donations shall be managed as follows:

- A. All contributions shall be considered donations contributed for a specific program or activity.
- B. All balances in the Fund shall be maintained in an interest bearing account. Interest income generated by the Fund shall accrue to the Foundation Endowment Fund, unless otherwise directed by the Trustees.
- C. Upon completion of the activity for which funds were donated, the unspent portion of donations made for a specific activity shall be transferred a related program fund or the Foundation Endowment Fund at the discretion of the Trustees.
- D. At the end of each fiscal year, VSF shall review remaining activity account balances to determine their continuing need. DVS programs shall justify sub-fund retention or recommend redistribution of excess funds within the program. At the discretion of the Trustees, unneeded amounts shall be reallocated at the discretion of the Trustees.

- E. The DVS -Director of Finance and Administration shall assist VSF in preparing quarterly reports to the VSF Trustees. -These reports shall contain statements and schedules, as appropriate to identify the status of all monies deposited and expended in the Fund. Reports may be required more frequently by the Trustees. These reports will form the basis of a Foundation annual report.

J4.11 Expending Financial Donations

Expenditures may be approved from the Fund as outlined in the VSF Bylaws and applicable VSF and DVS policies. DVS Form XY, Request for Expenditure from Foundation Unrestricted Funds Appendix C to this policy shall be completed for all expenditure requests, regardless of the purpose, and shall be submitted to the Trustees for approval.

J4.12 Adoption and Amendment

This policy may be adopted and amended by a majority vote of the VSF Board of Trustees after consultation with the Commissioner of Veterans Services. Notice regarding such actions shall be given to the Commissioner and all Trustees members at least ten (10) days prior to the vote being taken.

On adoption, this policy supersedes DVS Administration Policy 23 and replaces DVS Forms 12, 14, and 21 with VSF-DVS Form A (Appendix B).

J4.13 Policy Effective Date

The effective date of the policy, or policy revision, shall be the date the VSF Trustees ratifies the policy and it is signed by the Trustees Chairman and the DVS Commissioner.

VIRGINIA VETERANS SERVICES FOUNDATION VIRGINIA DEPARTMENT OF VETERANS SERVICES

Veterans Services Fund – Acceptance of Financial Donations

Appendix A

PROCEDURES FOR HANDLING DONATIONS RECEIVED AT THE OFFICE OF THE COMMISSIONER OF VETERANS SERVICES

The purpose of this policy is to ensure proper action is taken on issues involving the Veterans Services Foundation (VSF) and donations thereto, as agreed between the Department of Veterans Services (DVS) Director of Policy and Planning (DPP), the Director of Finance and Administration (DFA), and the Development Director/VSF Executive Director

Mail received by the Commissioner's office addressed to VSF or the DVS Development Director/VSF Executive Director shall be delivered to the DPP.

The address to which donations to VSF should be sent is the DVS Commissioner's office in Richmond for VSF and Program credibility.

The DPP, is the designated Richmond recipient and has authority to receive and open all mail addressed to the DVS Development Director/VSF Executive Director and VSF.

The Commissioner also is authorized to receive and open mail addressed to the DVS Development Director/VSF Executive Director and VSF in DPP's absence and the Commissioner has de facto authority to receive checks.

All checks received at the Commissioner's office shall be deposit stamped by the authorized recipient before forwarding to the DVS S&BVCC Finance Office to avoid misplacement of funds. Only deposit stamped checks shall be forwarded to DVS S&BVCC Finance Office; papers accompanying checks will be retained by the sending office. Multiple checks will be itemized on a separate piece of paper (preferably on an adding machine tape with a total) and included with the checks being sent. Where possible, any checks received should be transmitted on the same day as received, but no later than three days from receipt. The deposit stamp shall be held by the Commissioner or his designee, normally the DPP.

Any financial donations received by other parties in the Commissioner's office or supported by it (e.g., VSF Trustees) shall be immediately given to DPP for deposit stamping and prompt forwarding to The DVS S&BVCC Finance Office.

Copies of deposit receipts shall be sent from the DVS S&BVCC Finance Office to the Commissioner's office, attention DPP. Receipts received by other parties shall immediately deliver them to DPP.

The DFA shall not directly be involved with Foundation mail or donations because he is in a supervisory capacity over administration, funds, and accountability.

Other DVS activities, such as the Virginia and Sitter & Barfoot Veterans Care Centers and the Cemeteries, shall ensure that similar policies and procedures are in place and implemented at each activity.

**VIRGINIA VETERANS SERVICES FOUNDATION
VIRGINIA DEPARTMENT OF VETERANS SERVICES**

Financial Donation Receipt

Appendix B

It is the policy of the Veterans Services Foundation that contributions will be accepted as designated by the donor, however, if the purpose of the donation has been met by other means the Foundation reserves the option to use unsolicited donations at the discretion of the Foundation Board of Trustees.

<i>Date</i>	
<i>Name Individual / Group</i>	
<i>Group Contact / Title</i>	
<i>Street Address</i>	
<i>City, State, Zip</i>	
<i>Phone Number</i>	
<i>E-Mail Address</i>	

The Veterans Services Foundation is a state activity that is Tax exempt under Section 2.2-2719 of the Code of Virginia and Section 170 (c) of the Internal Revenue Code

<i>Donation</i>			
	<i>Funds</i>	<i>Amount(s)</i>	<i>Restricted / Use</i>
	<i>Purpose(s)</i>		

Foundation/Program/Activity Representative

Title

Date

ATTACHMENT 13

VIRGINIA VETERANS SERVICES FOUNDATION VIRGINIA DEPARTMENT OF VETERANS SERVICES

Virginia Wounded Warrior Program Support Fund Policy and Procedures

J6.1 Purpose

The purpose of this policy is to establish operating procedures for the Virginia Wounded Warrior Program (VWWP) Support Fund. This Fund is a subsidiary fund of the Veterans Services Fund, which is administered by the Veterans Services Foundation (VSF) Board of Trustees (the Trustees). The VWWP is operated by the Virginia Department of Veterans Services (DVS).

J6.2 Application

The VSF Executive Director in conjunction with the DVS Director of Finance and Administration and the VWWP Executive Director are responsible for the application of this policy.

J6.3 Interpretation

The DVS Commissioner, in consultation with the VSF Trustees Chairman, is responsible for the interpretation of this policy.

J6.4 Overview

The VSF in conjunction with the VWWP solicits and accepts donations as a means of providing supplementary support funding for eligible recipients. In addition, to foster community involvement and outreach, donations can be solicited to support specific activities for the benefit of eligible recipients.

Eligible recipients of the VWWP Support Fund are veterans of any era who are Virginia residents, members of the Virginia National Guard, Virginia members of the Armed Forces Reserves not on active federal service, and the family members of these veterans and service members. The support funds are not intended to be used for VWWP operations, personnel, or equipment.

VWWP donations are placed into the VWWP Support Fund, which is a subsidiary fund (sub-fund) of the Veterans Services Fund. All donations shall be managed in accordance with the provisions of §§ 2.2-2715 et seq. of the Code of Virginia, applicable sections of the Virginia Appropriations Act, and Commonwealth of Virginia regulations.

The VWWP Executive Director shall submit budget requests to the Veterans Services Foundation outlining anticipated donations and expenditures. Anticipated donations shall be furnished by the VSF. This normally shall be submitted on an annual basis at the

request of the DVS Director of Finance and Administration. Ultimate expenditure authority, however, lies with the Trustees. The Trustees may delegate expenditure authority to the VWWP Executive Director to facilitate expenditure of budgeted funds.

J6.5 Policy

It is the policy of VSF and DVS, in coordination with the VWWP Support Fund Committee, to oversee and ensure that monies collected for the VWWP Support Fund are properly deposited, managed and expended.

J6.6 VWWP Support Fund Committee

The Committee shall direct and administer the VWWP Support Fund, including the budgeting of expenditures, for the support of eligible recipients. Such direction and administration will be in accordance with this policy and the direction of the Veterans Services Foundation Board of Trustees.

The Committee shall consist of:

- VWWP Executive Director (serves as Chairman of the Committee)
 - VWWP Regional Directors
 - DVS Director of Finance and Administration or his/her designee*
 - VSF Executive Director or his/her designee*
- (* For budget formulation only.)

J6.7 VWWP Support Fund Committee Duties

The duties of the Committee shall be as follows:

- A. Request input and recommendations from the Department of Veterans Services, the Board of Veterans Services, the Joint Leadership Council of Veterans Service Organizations, and other interested veterans and veterans support groups regarding potential needs and activities for the coming fiscal year or as needs arise.
- B. Review the recommendations to ensure that they fall within the scope of the intent of the VWWP and the VSF. No later than March 31, the Committee shall develop an annual working budget for the coming fiscal year.
- C. Establish and maintain written criteria for VWWP Support Fund expenditures, subject to the approval of the DVS Commissioner.
- D. Through the DVS Commissioner, submit the budget to the Trustees for review and approval.
- E. Submit to the Trustees for approval any requested changes to the approved budget prior to implementation of any changes.
- F. Submit a quarterly financial funding levels and services report to the Trustees for their information and review. Additional reports may be requested on a more frequent basis.

J6.8 Procedures for Receiving and Administering Funds

Procedures for donation acceptance and accountability are contained in VSF-DVS Joint Policy Number 4 (Processing Financial Donations).

J6.9 Procedures for Expending Donated Funds

Expenditure requests, regardless of the purpose, and shall be submitted to the Committee Chairman for approval. The Committee Chairman may refer the request to the Committee for consideration or take direct action.

The Committee Chairman or the Committee shall evaluate the request to ensure it meets the following criteria:

- A. Funds are available for the purchase or expenditure; and the expense conforms to the intent of the designated donation and the approved budget. Deviations from the approved budget shall be approved by the Trustees.
- B. The expense is reasonable and practical.
- C. The expense is timely.
- D. The expenditure does not conflict or overlap with other requests or expenditures.

After approval by the Committee Chairman, the purchase/expenditure will be made in accordance with Commonwealth of Virginia regulations.

In addition to the Funding Levels and Services Report, other reports on expenditures shall be submitted quarterly, or as requested, to the DVS Commissioner, the Trustees or others for review. Expenditure reports also shall include under funded or unfunded needs, if any.

Financial records shall be maintained according to the State Comptroller and shall be audited by the Auditor of Public Accounts.

J6.10 Adoption and Amendment

This policy may be adopted and amended by a majority vote of the VSF Board of Trustees after consultation with the Commissioner of Veterans Services. Notice regarding such actions shall be given to the Commissioner and all board/council members at least ten (10) days prior to the vote being taken.

J6.11 Policy Effective Date

The effective date of the policy, or policy revision, shall be the date the VSF Trustees ratifies the policy and it is signed by the Trustees Chairman and the DVS Commissioner.

ATTACHMENT 14
Veterans Services Foundation
Budget Requests for FY 2010
(Unaudited)

Activity	Balance March 31, 2009	FY 2009 Budget	Donations Needed to Meet FY09 Budget	Budget Requests for 2010
Virginia Veterans Care Center:				
Indigent Resident Needs	10,031.20	6,500.00		6,500.00
Activities Fund	2,583.67	4,100.00	1,516.33	4,100.00
Operation Holiday Spirit	69,418.29	18,000.00		19,000.00
Carnival Fund	2,548.35	5,400.00	2,851.65	6,000.00
Rehabilitation Equipment	7,022.78	9,500.00	2,477.22	9,500.00
Other Equipment	26,891.57	11,900.00		12,900.00
East Unit	2,454.66			
West Unit	462.85			
DOM Resident Council Fund	790.20			
Other Donations Restricted for use at VVCC	30,266.42			
Total VVCC	152,469.99	55,400.00	6,845.20	58,000.00
Sitter & Barfoot Veterans Care Center:				
Indigent Resident Needs	319.59			2,000.00
Activities Fund	454.74	4,500.00	4,045.26	5,593.00
Other Equipment	616.82	11,250.00	10,633.18	5,000.00
Portraits	3,707.07	8,400.00	4,692.93	200.00
Aquarium Project	-	4,800.00	4,800.00	5,100.00
Other Donations Restricted for use at SBVCC	4,370.14			
Total SBVCC	9,468.36	28,950.00	24,171.37	17,893.00
Cemetery Support Funds:				
Virginia Veterans Cemetery--Amelia	4,977.81	530.00		500.00
Albert G. Horton Jr. Memorial Cemetery--Suffolk	8,526.41	6,300.00		400.00
SW Virginia Veterans Cemetery--Dublin	1,000.00	-		
Total Cemetery Support Funds	14,504.22	6,830.00		900.00
VWWP Support Fund			60,977.74	

		89,022.26	150,000.00	150,000.00
Foundation Support Fund		350.00		3,000.00
Endowment Fund		277,046.72		
Grand Total All Funds		542,861.55	241,180.00	91,994.31 229,793.00